



DOD 4500.9-R

DEFENSE TRANSPORTATION REGULATION PART IV

PERSONAL PROPERTY



AUGUST 2003

FOREWORD

This document is the revised Department of Defense (DOD) Regulation 4500.9-R, Defense Transportation Regulation Part IV, Personal Property. It is issued under the authority of Deputy Under Secretary of Defense (Logistics) Memorandum, Defense Transportation Regulation (DTR), 4 August 1995 and the Under Secretary of Defense (Acquisition and Technology) Memorandum, Assignment of Defense Transportation Operational Regulations and Procedures Authority to Commander in Chief, U.S. Transportation Command (CINCTRANS), 18 November 1998. It implements DOD policies governing the use of DOD-owned and -controlled aircraft and sealift/airlift and establishes criteria for personal property movement. In accordance with DOD Directive 5158.4, United States Transportation Command, January 1993, the Commander, United States Transportation Command is the DOD single manager for transportation (for other than Service unique or theater-assigned transportation assets). Strict adherence to the provisions of this regulation is essential to maintain the integrity of the DOD transportation system. This change updates provisions for the movement of personal property from, and within the continental United States and outside the continental United States.

This revised DOD Regulation 4500.9-R, Part IV, replaces the DOD Regulation 4500.34R, Personal Property Traffic Management Regulation (PPTMR) and applies to the Office of the Secretary of Defense, Military Departments, Chairman and Joint Chiefs of Staff, Unified Commands, and the Defense Agencies (hereafter referred to collectively as the “DOD Components”). It also applies to travel and transportation for Uniformed Service members of the United States (US) Coast Guard, US Public Health Service, and US Coast and Geodetic Survey when cross-servicing agreements are in effect. The Military Traffic Management Command Total Quality Assurance Program Manual is replaced by Appendix O of this revised regulation.

This publication is effective immediately and all subsequent solicitations/agreements will be updated accordingly as cycles allow, to reflect these terms and conditions. To ensure uniformity, there is no provision for supplemental or unilateral modifications to this regulation and all DOD Components will distribute it for use at the operating level. The DOD Components may publish more detailed guidance if needed and will provide a copy to the US Transportation Command (USTRANSCOM)/TCJ5-PT. Proposed changes to this regulation may be sent to USTRANSCOM/TCJ5-PT after staffing through DOD component traffic management channels. No changes to the DTR may be made without prior coordination with the Military Services and Defense Logistics Agency.

The DOD Components may obtain copies of this regulation through their own publication channels and it is approved for public release; distribution unlimited. It is also available on the USTRANSCOM Web at http://www.transcom.mil/ustc_pubs.html, and then select Defense Transportation Regulation or <https://customer.transcom.mil/customerportal/docs/main.cfm>, and then select Library and Defense Transportation Regulation. Authorized registered users may obtain copies of this regulation from the Defense Technical Information Center, 8725 John J. Kingman Road, Fort Belvoir, VA 22060-5000. Other Federal Agencies and the public may obtain copies for a fee from the US Department of Commerce, National Technical Information Services, 5285 Port Royal, Springfield, VA 22161-5000.

This DTR Part IV has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DODD 5154.29, dated 9 March 1993, as PDTATAC Case RR010830.

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DEFINITIONS

The following word/phrase definitions are provided for use in conjunction with this Regulation, Part IV.

Abbreviated Transportation Accounting Classification. Alphanumeric code used in lieu of a full 23-character line accounting.

Accessorial Charge. Any rate or charge stated in a tariff, tender, or solicitation for accessorial services that is in addition to a linehaul rate.

Accessorial Service. A service performed by a carrier in addition to the linehaul.

Acquired Dependent. A military member's dependent acquired through marriage, adoption, or other action during the course of a member's current tour of assigned duty. The term does not include persons dependent on the member or children born of a marriage that existed before the beginning of a current tour.

Active Duty. Full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty. (NOTE: A member is on active duty while in a travel status or while on authorized leave.)

Actual Delivery Date. The date the carrier/agent actually delivers the property.

Actual Placement. The placing of a carrier conveyance in an accessible position for loading or unloading, or at a place previously designated by the consignor or consignee.

Actual Value Rate. A rate based on the actual value of the material shipped.

Aerial Port. An airfield that has been designated for the sustained air movement of personnel and materiel as well as an authorized port of entrance into or departure from the country where located.

Aerial Port of Debarkation. A station that serves as an authorized port to process and clear aircraft and traffic for entrance to the country where located.

Aerial Port of Embarkation. A station that serves as an authorized port to process and clear aircraft and traffic for departure from the country where located.

Agency. Includes:

- a. An Executive agency, as defined in 5 U.S.C. §101, Executive Departments.
- b. A military department.
- c. An office, agency or other establishment in the legislative branch.
- d. The Government of the District of Columbia.

Agent, Carrier. A business firm, corporation, or individual acting for or in behalf of a carrier. A bona fide agent of a personal property carrier, as distinguished from a broker, is a person who, or a business enterprise which, represents and acts for a motor carrier or freight forwarder and performs its duties under the direction of the carrier pursuant to a pre-existing agreement with the carrier, providing for a continuing relationship between them.

- a. Booking Agent. An agent designated on the Letter of Intent (LOI) by a carrier as the single point of contact to act in its behalf.
- b. General Agent. A general agent is a business entity employed as a carrier's representative in a country or specified geographic area. A general agent cannot act as a local agent unless so

designated on the carrier's LOI. The carrier, not the general agent, is responsible for all payments, rating filings, and control of shipments.

Agreed Valuation. The value of articles in a freight shipment agreed upon as the basis on which the freight rate is assessed. This valuation establishes a value beyond which recovery cannot be made in event of loss or damage in transit.

Airlift Clearance Authority. A Service activity which controls the movement of cargo (including personal property) into the airlift system under the provisions of DOD 4500.9-R, Defense Transportation Regulation (DTR), Part II, Cargo Movement.

Air Mobility Command. A major command of the United States (US) Air Force and the US Transportation Command's component command responsible for designated common-user airlift transportation services to deploy, employ, sustain, and redeploy US forces on a global basis.

Air Terminal A facility on an airfield that functions as an air transportation hub and accommodates the loading and unloading of airlift aircraft and in transit processing of traffic. The airfield may or may not be designated an aerial port.

Alternate Privately Owned Vehicle Port. A port selected by the member/employee and authorized by the Service concerned for movement of a privately owned vehicle in lieu of the authorized port, for personal convenience.

Air Mobility Command Channel Structure. Aerial Port of Embarkation and Aerial Port of Debarkation pairs between which common-user airlift may be provided on a scheduled basis. A channel does not represent actual aircraft routing, although the two may be the same.

Ammunition/Explosives. A complete device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in military operations, including demolition. Certain suitably modified munitions can be used for training, ceremonial, or non-operational purposes.

Appeal. A procedure that allows reconsideration of a carrier semi-annual score, suspension, non-use, or disqualified status.

Appliance Servicing. Preparation of household appliances at origin to withstand handling in transit or in storage and reversal of the process at destination. Does not include disconnection or reconnection of water, gas, electrical, vents or icemakers.

Area of Operation. A specifically defined geographic area established by a Personal Property Shipping Office within an area of responsibility for traffic distribution purposes.

Area of Responsibility. A specifically defined geographic area where one military installation has been designated the responsibility for acquisition of transportation, storage, and related personal property movement services.

Armed Forces. The military forces of a nation or a group of nations.

Armed Forces of the United States. A term used to denote collectively all components of the Army, Navy, Air Force, Marine Corps, and Coast Guard. (See "United States Armed Forces".)

Attempted Pickup/Delivery. The use of labor and/or vehicles to perform pickup or delivery of property at the member's/employee's residence, when ordered by the Personal Property Shipping Office and when service cannot be performed through no fault of the carrier.

Attempted Pickup and/or Delivery Charge. See Applicable Rate Solicitation.

Authorized Privately-Owned Vehicle Port. Designated port to be used for loading and unloading Privately-Owned Vehicles.

Auxiliary Services. A service performed by a carrier in which smaller equipment than its linehaul equipment is needed for the purpose of transferring the shipment between the residence and the nearest point of approach by the carrier's linehaul equipment. Due to the structure of the building, its inaccessibility by highway, inadequate or unsafe public or private road, overhead obstructions, narrow gates, sharp turns, trees, shrubbery, the deterioration of roadway due to rain, flood, snow, or nature of an article or articles included in the shipment, the carrier may need to use smaller equipment to transfer the property.

Baggage, Accompanied. Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

Baggage, Unaccompanied. The part of a member's/employee's prescribed weight allowance of household goods (HHG) that:

- a. Is not carried free on a ticket used for personal travel.
- b. Ordinarily is transported separately from the major bulk of HHG.
- c. Usually is transported by an expedited mode because it is needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

Note 1: Unaccompanied baggage in connection with permanent change of duty station, Renewal Agreement Travel, consecutive overseas tour, or in place consecutive overseas tour may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.

Note 2: In connection with an extended temporary duty assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

Best Value. Selection of contractors/carriers to support Defense Transportation System requirements will utilize a best value approach based on determining factors such as quality of service, past performance, cost/price, claims experience, ability to perform service within stated requirements, and carrier commitment of transportation assets to readiness support. Under the best value approach, cost is not the only factor in carrier selection. Past performance factors include, but are not limited to, on-time pickup and delivery percentage, lost or damaged cargo percentage, number of claims, and provider availability. Service factors include, but are not limited to, carrier ability to respond, routing, and ability to provide in-transit visibility and commitment of transportation assets to readiness support.

Bill of Lading Office Code (BLOC). A four-letter alpha code that identifies the installation or activity responsible for shipments moving under bills of lading. BLOCs are used for internal accounting purposes and for the distribution of information to the installations or activities.

Blue Bark. Department of Defense (DOD) United States (US) military personnel, US citizen civilian employees of the DOD, and the dependents of both categories who travel in connection with the death of an immediate family member. It also applies to designated escorts for dependents of deceased military members. Furthermore, the term is used to designate the personal property shipment of a deceased member/employee.

Boat One Time Only. Boat rates solicited by Headquarters, Military Traffic Management Command from individual and carriers for the one-time movement over a specific origin-destination channel for which rates are not otherwise published.

Call Number or Lot Number. A locally assigned control number provided by the ordering activity when a requirement for services is placed with the contractor. For inbound shipments, the number is normally

assigned when the Personal Property Shipping Officer receives the freight bill or written receiving notice from the contractor. For outbound or local drayage shipments, the number is normally assigned at the time the order is placed with the contractor.

Cargo. Supplies, materials, stores, baggage, or equipment transported by land, water, or air.

- a. Bulk (freight). That which is generally shipped in volume where the transportation conveyance is the only external container; such as liquids, ore, or grain.
- b. Containerizeable Cargo. Items that can be stowed or stuffed into a container.
- c. Non-Containerizeable Cargo. Items that cannot be stowed or stuffed into a container, i.e., oversized or overweight cargo.
- d. Source Stuffed Cargo. Cargo that economically fills a container from a single origin point.

Carrier. Any individual, company or corporation commercially engaged in the movement of cargo, passengers or household goods, which assumes responsibility for the transportation of such property from point of receipt to point of destination and holds a permit or certificate from the state or federal government authorizing the movement of personal property and/or mobile homes. Carriers are further defined in the International Through Government Bill of Lading program as follows:

- a. Primary Carrier. The carrier who establishes the low rate for an incentive traffic channel during the traffic distribution period. A primary carrier is also referred to as a rate setter.
- b. Equalization Carrier. Any carrier meeting the low rate for an incentive traffic channel becomes an equalization carrier. Equalization carriers share the remaining traffic not tendered to the primary carrier.
- c. Other Participating Carrier. A carrier that neither sets nor equalizes the low rate but instead files a higher rate is a participating carrier.

Carrier Accepted Rate and Certification Printout with Error Listing. See Applicable Rate Solicitation.

Carrier, Department of Defense-Approved. Any carrier, as defined above, approved by the Commander, Military Traffic Management Command, for participation in the Department of Defense Personal Property Shipment and Storage Program.

Channel Airlift. Common-user airlift service provided on a scheduled basis between two points. There are two types of channel airlift. A requirements channel serves two or more points on a scheduled basis depending upon the volume of traffic; a frequency channel is time-based and serves two or more points at regular intervals.

Channel Sequence Listing. A listing of approved active Air Mobility Command (AMC) channels prepared annually by Headquarters AMC and distributed to all users of AMC airlift.

Channel Traffic. Passengers and cargo moving over established worldwide routes served by either scheduled Department of Defense aircraft under the control of Air Mobility Command (AMC) or commercial aircraft under contract to and scheduled by AMC.

Civil Agencies. All agencies in the federal government other than Department of Defense installations and activities, e.g., General Services Administration.

Claim. A written legal demand for payment of goods lost or damaged in shipment.

Claims Office. The office responsible for filing claims on behalf of the Department of Defense (DOD) against carriers, contractors, stevedores, or vendors for loss or damage. This may be the finance center for continental United States commercial carriers; Military Traffic Management Command Operations Center for commercial ocean carriers; or the responsible contracting officer for stevedores, vendors, and other contractors. For claims arising from loss or damage to personal property shipments, the claims

office is also the office responsible for receiving and processing claims by members/employees of the DOD components for loss or damage to their personal property. This office may or may not be the same office that asserts recovery claims against carriers, warehouses, and other third parties after the member's/employee's claim has been paid. In the Army and Air Force, claims offices are usually found in the installation legal office. In the Navy, the installation transportation office, a Navy Legal Services Office, or the installation legal office may function as a claims office.

Clearance Authority. The activity that controls and monitors the flow of cargo into the airlift or water transportation system. (See Airlift Clearance Authority, Ocean Cargo Clearance Authority, and Water Clearance Authority).

Close Blood or Affinitive Relative. A permanent member of a household, a resident in the household of a military member, a Department of Defense civilian employee, or an American Red Cross employee, who is dependent on the sponsor for a home. This does not apply to a dependent as defined in "Dependent".

Code/Mode Guide. The Code 3 Ocean Compensation Factors may be viewed on the Military Traffic Management Command website: <https://www.mtmc.army.mil>, then select Personal Property, International, Rate Solicitation, and Code 3 Ocean Compensation Factors. To view Direct Procurement Method Commercial Air Rates, enter <https://www.mtmc.army.mil>, then select Personal Property, International, and DPM Commercial Air. The Code J and Code T additive is reflected in the total cost in the Transportation Operational Personal Property Standard System.

Codes of Service. The following are definable types of service under the Through Government Bill of Lading method:

- a. Domestic Motor Van (Code 1). Movement of household goods whereby the carrier provides packing, pickup, and loading in a motor van from origin residence in the continental United States (CONUS) to destination residence in CONUS. Automated systems will use Code 1A for interstate movements and Code 1B for intrastate movements.
- b. Domestic Container (Code 2). Movement of household goods whereby the carrier provides packing, pickup, and loading in containers from origin residence in CONUS to destination residence in CONUS. Automated systems will use Code 2A for interstate movements and Code 2B for intrastate movements.
- c. International Door-to-Door Container (Code 3). Carrier provides origin services, linehaul service from Origin residence to a commercial ocean terminal, ocean transportation using the Military Traffic Management Command Operations Center Universal Service Contract rates for over the ocean portion of the shipment, linehaul to destination residence, and destination services.
- d. International Door-to-Door Container (Code 4). Movement of household goods in Military Traffic Management Command (MTMC)-approved door-to-door shipping containers (wooden boxes) whereby a carrier provides linehaul service from origin residence to ocean terminal, ocean transportation to port of discharge, and linehaul service to destination residence, all without rehandling of container contents.
- e. International Door-to-Door Container Government Ocean Transportation (Code 5). Movement of household goods in MTMC-approved door-to-door shipping containers (wooden boxes) whereby a carrier provides linehaul service from origin residence to military ocean terminal, the government provides ocean (Military Sealift Command) transportation to designated port of discharge, and the carrier provides linehaul service to destination residence, all without rehandling of container contents.
- f. International Door-to-Door Air Container (Code 6). Movement of household goods whereby the carrier provides containerization at the origin residence, surface transportation to the airport

nearest origin that can provide required services, air transportation to the airport nearest destination that can provide required services, and transportation to the destination residence.

- g. International Land-Water-Land Baggage (Code 7). Movement of unaccompanied baggage whereby the carrier provides packing and pickup at origin, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.
- h. International Land-Air-Land Baggage (Code 8). Movement of unaccompanied baggage whereby the carrier provides packing and pickup at origin, transportation to the origin airport, air transportation to the destination airport, surface transportation to destination, and cutting of the banding and opening of the boxes at the destination residence.
- i. International Door-to-Door Container - Air Mobility Command (AMC) (Code T). Movement of household goods whereby the carrier provides containerization at the origin residence and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The carrier provides transportation to the destination residence.
- j. International Land-Air (AMC)-Land Baggage (Code J). Movement of unaccompanied baggage whereby the carrier provides packing and pickup at the origin and transportation to the designated AMC terminal. AMC provides terminal services at both origin and destination and air transportation to the designated AMC destination terminal. The carrier provides transportation to destination from AMC terminal and cutting of the banding and opening of the boxes at the destination residence.

Commercial Bill of Lading. Carrier documentation used for transportation of shipments, such as that used by small package express carriers. It includes the commercial procedures related to the use of such documentation.

Commercial Carrier. Common, contract, for-hire, and private carriers.

Common Financial and Administrative Control. The power, actual as well as legal, to influence the management, direction, or functioning of a business organization.

Commuting Area. A distance designated by the military Services from an origin or destination point.

Complete Service. The rate bid per each item includes all related services, such as long carry, stairs, elevators, or excessive distances, necessary to perform the complete pickup and delivery of the personal property shipment.

Consignee. The recipient (unit, depot, or person) to whom cargo/personal property is addressed or consigned for final delivery. The activity that is receiving the product.

Consignor. The person or activity that is the supplier or shipper of a product.

Consolidated Booking Office/Consolidated Booking Agency. A Personal Property Shipping Office (PPSO), staffed and operated by a single military Service, which provides consolidated booking of personal property shipments and selected traffic management functions in support of designated PPSO/Personal Property Processing Offices activities within an assigned area of responsibility.

Consolidated Personal Property Shipping Office. An activity staffed and operated by one military Service in support of all military Service components for acquisition of transportation, storage, and related services within a specified area of responsibility for movement of personal property for Department of Defense members/employees. Support is provided on a common service, nonreimbursable basis.

Consolidated Shipment. Multiple shipments belonging to several members/employees, released at the same valuation, offered to one carrier at one time for pickup on the same day or consecutive days, for the

movement from one origin area to the same destination or multiple destinations en route to the destination of the most distant shipment.

Constructive Placement. When a carrier conveyance cannot be placed for loading, unloading, or at a point previously designated by the consignor or consignee, and is placed elsewhere, it is considered as being under constructive placement and subject to tariff rules and charges.

Container Household Goods. An external shipping conveyance for the movement of personal property. Containers are used in both domestic and international movements. Personal property containers must be weather tight, fitted with at least one door (hinged or removable section), and capable of being handled and transported by existing equipment. Containers must be constructed to conform to minimum dimensional, material, and construction specifications.

Container Handling Equipment. Items of materiel handling equipment required to specifically receive, maneuver, and dispatch International Organization for Standardization containers.

Containerization. The use of containers to unitize cargo for transportation, supply, and storage. Containerization incorporates supply, transportation, packaging, storage, and security together with visibility of container and its contents into a distribution system from source to user.

Container Ship. A ship specifically constructed and equipped to carry only containers without associated equipment, in all available cargo spaces, either below or above deck. Container ships are usually non-self-sustaining, do not have built-in capability to load or offload containers, and require port crane service. A container ship with shipboard installed cranes, capable of loading and off-loading containers without assistance of port crane service, is considered self-sustaining.

Continental United States (Household Goods). As used in connection with household goods, includes all areas within the United States, excludes Hawaii. For purposes of soliciting rates for unaccompanied baggage, includes all areas within the contiguous United States, excluding Alaska and Hawaii.

Contract Administration Management Office. The activity responsible for administering the contract against which the shipment was made.

Contracting Officer. A United States military officer or civilian employee who has a valid appointment as a contracting officer under the provisions of the Federal Acquisition Regulation. The individual has the authority to enter into and administer contracts and determinations as well as findings about such contracts.

Cure Notice. If a contract is to be terminated for default before the delivery date, a "Cure Notice" is required by the default clause. Before using this notice, it must be ascertained that an amount of time equal to or greater than the period of "cure" remains in the contract delivery schedule or any extension to it. If the time remaining in the contract delivery schedule is not sufficient to permit a realistic "cure" period of 10 days or more, the "Cure Notice" will not be issued.

Customer. Any authorized user of the Defense Transportation System.

Customs Territory of the United States. The fifty United States, the District of Columbia, and Puerto Rico. Not included are American Samoa, Guam, Johnston Island, Midway Island, the Virgin Islands of the United States, Wake Island, or the former Panama Canal Zone.

Date of Notification. The date the Personal Property Shipping Office calls to inform the carrier/agent that the member/employee desires property on a specified date.

Declared Valuation. The value of goods, as stated by a shipper, when tendered to a carrier.

Defense Finance and Accounting Service. The agency responsible for a number of services related to the accounting, internal billing, and payment of selected transportation bills of lading. The Defense Finance and Accounting Service identifies and implements finance and accounting requirements, systems and

functions for appropriated and non-appropriated funds, working capital, revolving funds, and trust fund activities.

Defense Table of Official Distances. The Department of Defense standard source for worldwide distance information based on city-to-city distance (not zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information, refer to the Defense Table of Official Distances website at <http://dtod-mtmc.belvoir.army.mil>.

Defense Transportation System. That portion of the Nation's transportation infrastructure that supports Department of Defense (DOD) common-user transportation needs across the range of military operations. It consists of those common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by the DOD, except for those that are Service-unique or theater-assigned.

Department of Defense Activity Address Code. A distinct six-position alphanumeric code assigned to identify specific units, activities, or organizations as found in Department of Defense Activity Address Directory.

Department of Defense Activity Address Directory. A publication that lists all Department of Defense activities and their six-position alphanumeric codes called Department of Defense Activity Address Codes.

Department of Defense-Approved Storage Facility. Government-owned, approved, or leased facility used for storing household goods and mobile homes.

Department of Defense Foreign Clearance Guide. A publication containing information pertaining to travel security, country clearances, identification credentials, and other entry requirements for travel into foreign countries (<http://www.fcg.pentagon.mil>).

Dependent. See the Joint Federal Travel Regulations Appendix A, (<http://www.dtic.mil/perdiem/jftr/jftr-aa.txt>) for definition of dependents for uniformed Service members, and the Joint Travel Regulations, Appendix A, (<http://www.dtic.mil/perdiem/jtr/jtr-aa.txt>) for definition of dependents for Department of Defense civilian employees.

Detention. A charge made on a carrier conveyance held by or for a consignor or consignee beyond the allowable free time for loading or unloading, for forwarding directions, or for any other purpose authorized and documented by the consignor or consignee. Charges for detention are in addition to all other lawful transportation charges. Detention charges are typically associated with motor carriage.

Dimension or Size Limitations. Limitations imposed by state or local law or regulation governing overall width, length, and height of a vehicle, combination of vehicles, or combination of vehicles and cargo traveling over public roadways.

Direct Procurement Method. A method of shipment in which the government manages the shipment throughout. Packing, containerization, local drayage, and storage services are obtained from commercial firms under contractual arrangements or by the use of government facilities and personnel.

Disability Cost. Costs other than transportation linehaul and accessorial charges that are considered as part of the aggregate cost of a shipment for purposes of mode and carrier selection. Disability costs include costs resulting from procuring additional labor, materials, material handling, or fire fighting equipment on a temporary "as required" basis; labor charges for loading, unloading, blocking, and bracing; commercial rail switching of a rail car to a loading or unloading site; and drayage.

Disqualification. An action taken by the Military Traffic Management Command or theater Commander resulting in the exclusion of a carrier from transporting Department of Defense (DOD) shipments from one or more origin points for specific routes or for all routes. This also includes the exclusion of a carrier or storage firm from participation in the DOD Personal Property Shipment and Storage Program at one or more installations for a definite or indefinite period of time.

Diversion. A change in the original destination of a personal property shipment en route. A change in the destination of a shipment not in storage in transit to a new destination more than 30 miles for unaccompanied baggage and more than 50 miles for household goods from the original destination point.

Domicile. An individual's home of record, place from which called (or ordered) to active duty, place of first enlistment, or place of permanent legal residence.

Direct Procurement Method Commercial Air Solicitation. A solicitation standardizing services performed by commercial air freight forwarders/carriers and centralizing receipt and processing of rates by the Air Mobility Command for the movement of crated household goods and unaccompanied baggage worldwide. These rates can be viewed on the Headquarters Military Traffic Management Command website: <https://www.mtmc.army.mil>.

Drayage.

- a. Schedule I - Drayage included applies in those instances when a shipment requires drayage to an air, water, or other terminal for onward movement after completion of the shipment preparation by the contractor. If it is being moved from a residence or other pickup point to the contractor's warehouse for onward movement by another freight company, carrier, drayage not included applies.
- b. Schedule II - Drayage included means delivery of the shipment from destination contractor's facility or other destination point to the final delivery point as ordered. When shipment or partial removal of items from shipment is performed and prepared for member's/employee's pickup at destination delivery point, drayage not included applies.

Drive-Away Service. The movement of a vehicle under its own power by a driver of an authorized motor carrier. This method also includes the movement of one or more vehicles, including other than self-propelled vehicles, when towed or mounted (either full or saddle mount) upon a vehicle.

Electronic Commerce. Conducting business transactions and information exchange using automation and telecommunications without paper documents.

Electronic Data Interchange. Computer to computer exchange of business data using standards jointly developed by standard groups such as American National Standards Institute or Electronic Data Interchange Agency.

Embargo. To restrict or prohibit an acceptance or movement of freight, passengers, or personal property.

Employee. A civilian individual:

- a. Employed by an Agency (See Agency), regardless of status or grade.
- b. Employed intermittently as an expert or consultant and paid on a daily, while actually employed, basis.
- c. Serving without pay or at \$1 a year (5 U.S.C. § 5701(2), Definitions) (also referred to as "invitational traveler" for temporary duty travel purposes only).

En Route. A personal property shipment is considered en route when moved from its origin location by the carrier until final placement at destination.

Expediting. Actions taken to ensure movement to destination in the shortest time possible.

Family Member. See the Joint Federal Travel Regulations Appendix A, (<http://www.dtic.mil/perdiem/jftr/jftr-aa.txt>) for definition of family member for uniformed Service members, and the Joint Travel Regulations, Appendix A, (<http://www.dtic.mil/perdiem/jtr/jtr-aa.txt>) for definition of family member for Department of Defense civilian employees.

Free Time. Time allowed by contract, solicitation, tender, or tariff to load and/or unload carrier's equipment, or provide disposition instructions for personal property shipments before detention, demurrage, or waiting time is charged.

Freight Forwarder. A firm other than a railroad, motor, water, or air carrier which represents itself as a common carrier and undertakes to assemble and consolidate shipments or provide for assembling and consolidating and performing or providing for the performance of breakbulk and distributing; assumes responsibility for the transportation of such property from point of receipt to point of destination; and uses the services of carriers subject to the governing bodies.

Government Bill of Lading. A government document used to procure transportation and related services from commercial carriers.

Government-Owned Containers. Government-Owned Containers (GOC) include all exterior wooden shipping containers purchased by the government or constructed by the contractor for services under a contract. GOCs include containers meeting the requirements of American Society for Testing and Materials (ASTM) D4169-01, Standard Practice for Performance Testing of Shipping Containers and Systems, ASTM D5118/D5118M-95, Standard Practice for Fabrication of Fiberboard Shipping Boxes, ASTM D6251/D6251M-01, Standard Specification for Wood-Cleated Panelboard Shipping Boxes, and Military Transportation Management Command Pamphlet 55-12. GOCs include all wooden exterior-shipping containers purchased by the government and received by the contractor awarded those services identified in Schedule II, Inbound Services.

Government Storage Warehouse. A government-owned or leased facility used for storing household goods shipment.

Gross Weight. The aggregate weight of all articles plus necessary packing materials and shipping containers.

Hazardous Material. Any material having one or more hazardous characteristics. Hazardous Materials (HAZMAT) are classified according to the greatest hazard present. For the purpose of this regulation, categories of HAZMAT are defined as follows:

- a. Combustible Liquid. Any chemical compound or mixture containing an explosive composition that ignites spontaneously or undergoes a marked decomposition when subjected to heat.
- b. Corrosive Liquid. Any material that causes visible destruction or irreversible alteration in human skin tissue on contact or in case of leakage from its package, a liquid that has a severe corrosion rate on other materials.
- c. Explosive. Any chemical compound, mixture, or device of which the primary or common purpose is to function by explosion, that is, with substantially instantaneous release of gas or heat.
- d. Flammable. Any solid or liquid material other than one classified as an explosive that, under conditions incident to transportation, is liable to cause fires through friction or spontaneous chemical change, yields fumes that stimulate the combustion of organic matter or that can be ignited readily, and, when ignited, burns so vigorously and persistently as to create a serious transportation hazard.
- e. Gas, Compressed. A cylinder charged with compressed gas.

Household Goods. See the Joint Federal Travel Regulations, Appendix A (<http://www.dtic.mil/perdiem/jftr/jftr-aa.txt>) for uniformed members and the Joint Travel Regulations, Appendix A (<http://www.dtic.mil/perdiem/jtr/jtr-aa.txt>) for Department of Defense civilian employees for definitions of household goods.

Inadequate Carrier Equipment or Facilities. Carrier's equipment or facilities that are not sufficient for movement, storage, or protection of material while in carrier's custody. This includes equipment that is not safe, i.e., holes in equipment or equipment that cannot be properly secured to prevent pilferage.

Installation. A grouping of facilities, located in the same vicinity, which support particular functions. Installations may be elements of a base.

Installation Transportation Officer. See Transportation Officer.

Interchange. A kind of interline that involves the exchange of equipment.

Interline. The practice whereby a carrier transfers a shipment to another carrier at a point of joint service for delivery or further movement.

International. The movement of household goods or unaccompanied baggage between a point in the continental United States and a point in an overseas area.

Interstate Shipment. Any personal property or mobile home shipment originating in a state or the District of Columbia and destined for another state or the District of Columbia (moves within the District of Columbia are local moves and do not fit the intra or interstate categories). Shipments having an origin and destination within a state but cross over/through another state during movement are also classified as interstate shipments.

Intertheater. The movement of household goods or unaccompanied baggage between one overseas theater and another overseas theater.

In-Transit Visibility. The ability to track the identity, status, and location of Department of Defense (DOD) unit and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination established by the Combatant/Theater Commanders, Military Services, or DOD Agencies during peace, contingencies, and war.

Intrastate Rate Abstract. A listing of rates provided by Headquarters Military Traffic Management Command to the Personal Property Shipping Offices indicating initial filing submissions for the rate cycle.

Intrastate Shipment. Any personal property or mobile home shipment originating in a state destined for the same state and transiting only that state.

Intratheater. The movement of household goods or unaccompanied baggage within one overseas theater.

Issuing Officer. Only authorized or acting Personal Property Shipping Offices may issue Personal Property Bills of Lading (PPBL/BL). Such authorized persons may be military personnel or civilian employees of the government on duty at the issuing office. As stated in 41 CFR §101-41.302-4, accountability for PPBL/BLs used by a contractor-shipper remains with the issuing office. The name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper must appear on the PPBL/BL.

Item or Article. The terms item and article used in this Regulation are interchangeable. Each shipping piece or package and the contents constitute one item.

Joint Personal Property Shipping Office. A Joint Personal Property Shipping Office (JPPSO) is an activity staffed and operated by members from two or more military Services, in support of all military Service components for acquisition of transportation, storage, and related services within a specified area of responsibility for movement of personal property for Department of Defense members. Support is provided on a common service, nonreimbursable basis.

Julian Date. This date chain, composed of a four-digit numeric figure, indicates the year and day of the year. This four-digit number is composed of the last number of the year and day of the year, in that sequence. Example: 25 October 2003 = 3298.

Kilogram. One kilogram is equal to 2.2046 pounds. To convert kilograms into pounds, multiply kilograms by 2.2046 factor. To convert pounds into kilograms, multiply pounds by 0.453 factor.

Knocked Down. An article taken apart so as to materially reduce the space it will occupy while being transported.

Letter of Intent. A standard format letter submitted by carriers acknowledging a carrier's intent to do business at an installation. A Letter of Intent must contain codes of service and agent representation.

Light and Bulky Articles. Articles that have a low weight per cubic foot of space occupied. Such articles are usually made subject to the provisions of the Standard Transportation Commodity Codes. For personal property, see rate solicitation.

Linehaul. Transportation of cargo over carrier routes from point of origin to destination, excluding local pickup, delivery, local drayage, and switching services.

Local Move. Involves Household Goods (HHG) drayage, storage when approved, or shipment for a short distance between residences; to or from a nontemporary storage facility in the area of the member's/employee's permanent duty station (PDS); in the area of the member's/employee's last PDS when the member/employee is authorized a final move during a separation or retirement; incident to reassignment or permanent change of station (PCS) to a new PDS near the old PDS; between residences within a metropolitan area; or not during a PCS, a move between residences within the daily commuting distance of the PDS. A local move of HHG includes necessary packing, crating, hauling, storage when approved, unpacking and uncrating.

Lot. Those household goods placed in storage at government expense and covered by one service order.

Long Delivery. Delivery from a destination storage in transit warehouse more than 30 miles from the nearest carrier Department of Defense approved warehouse in the domestic program; and household goods more than 50 miles, and unaccompanied baggage more than 30 miles in the international program.

Lot Number. See Call Number.

Materials Handling Equipment. Mechanical devices for handling of supplies with greater ease and economy.

MAXPACK. Maximum packing charges that may be billed by carrier.

Member. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. (NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.)

Military Sealift Command. A major command of the United States Navy and the United States Transportation Command's component command responsible for designated common-user sealift transportation services to deploy, employ, sustain, and redeploy United States forces on a global basis.

Military Services. The United States (US) Army, US Navy, US Air Force, US Marine Corps, and US Coast Guard.

Military Traffic Management Command. A major command of the United States Army and the United States Transportation Command's component command responsible for designated continental United States land transportation as well as common-user water terminal and traffic management service to deploy, employ, sustain, and redeploy United States forces on a global basis.

Mobile Home. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately-owned railcar converted for use as a residence, and a boat a member/employee uses as the place of principal residence as well as all household goods and professional books, papers, and equipment contained in the mobile home and owned or intended for use by the employee or dependents.

Mobile Home One Time Only. Mobile home shipments offered to a Department of Defense approved mobile home carrier participating in the one time only program. Rates are not on file and shipments are solicited individually and are bid or awarded on an individual basis.

Naval Transportation Support Center. Provides worldwide transportation/physical distribution services for United States Navy afloat and ashore activities plus pay and accounting services for Navy transportation.

Nearest Available Department of Defense Approved Storage Facility. A facility having Department of Defense (DOD) approval, having space for the shipment, and accepting DOD traffic for other than their representative carriers. If, due to the carrier's poor payment history, the agent refuses to accept a shipment, then the agent's facility will be considered "available" for purpose of determining charges, irrespective of what destination warehouse the carrier uses.

Net Weight. The net weight of shipments transported in containers will be the difference between the tare weight of the empty container and the gross weight of the packed container.

Non-Temporary Storage. Long-term storage of household goods in lieu of transportation. Non-Temporary Storage includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

Ocean Cargo Clearance Authority. The Military Traffic Management Command activity which books Department of Defense (DOD) sponsored cargo and passengers for surface movement, performs related contract administration, and accomplishes export/import surface traffic management functions for DOD cargo moving within the Defense Transportation System.

One-Time-Only Rates. Rates solicited by Headquarters Military Traffic Management Command from individual carriers for the one-time movement of personal property over a specific origin-destination channel for which rates are not otherwise published.

Operating Authority. An authorization issued by a regulatory body for a commercial carrier to perform transportation service, sometimes within specific limitations.

Opportune Lift. That portion of lift capability available for use after planned requirements have been met.

Ordering Officer. The contracting officer of a using activity or a government individual appointed by the contracting officer authorized to order services under the contract.

Outsize Air Cargo. A single item that exceeds 1,000 inches long by 117 inches wide by 105 inches high in any one dimension.

Overall Costs. The sum of all costs that are known or that can be estimated reasonably in connection with the movement of personal property.

Overseas. All locations, including Alaska and Hawaii, outside the continental United States. Note: Alaska is considered domestic for household goods and overseas for unaccompanied baggage.

Overseas Theater. An overseas area composed of those elements of one or more of the Armed Services, designated to operate in a specific geographical area, i.e., the Pacific, European, Southern, or other command.

Packaging. The processes and procedures used to protect materiel from deterioration, damage, or both. It includes cleaning, drying, preserving, packing, marking, and unitization.

Packed by Owner. Those articles packed in a container by the owner.

Packing. Assembly of packaged items into a shipping container with necessary blocking, bracing, cushioning, weatherproofing, reinforcement, and marking.

Partial Loss. Indicates partial loss of contents of shipment units, other than by theft or pilferage. This includes spillage, leakage, or evaporation from the contents of bottles, barrels, or similar containers.

Permanent Change of Station. See the Joint Federal Travel Regulations, Appendix A (<http://www.dtic.mil/perdiem/jftr/jftr-aa.txt>) for uniformed members and the Joint Travel Regulations, Appendix A (<http://www.dtic.mil/perdiem/jtr/jtr-aa.txt>) for Department of Defense civilian employees for definitions of permanent change of station.

Permanent Duty Station. See the Joint Federal Travel Regulations, Appendix A (<http://www.dtic.mil/perdiem/jftr/jftr-aa.txt>) for uniformed members and the Joint Travel Regulations, Appendix A (<http://www.dtic.mil/perdiem/jtr/jtr-aa.txt>) for Department of Defense civilian employees for definitions of permanent duty station.

Personally-Procured Move. An option for moving personal property available to military members in receipt of Permanent Change of Station, Separation, Retirement, or Temporary Duty orders.

Personal Property. Household goods, unaccompanied baggage, privately owned vehicles and mobile homes, as defined in the Joint Federal Travel Regulations and the Joint Travel Regulations.

Personal Property Processing Office. An activity designated to provide members/employees a local point of contact for the purpose of counseling and processing applications and to forward completed applications to the responsible Personal Property Shipping Office, Consolidated Booking Office (CBO)/Consolidated Booking Activity (CBA), Consolidated Personal Property Shipping Office, or Joint Personal Property Shipping Office. Additionally, a Personal Property Processing Office supported by a CBO/CBA may be assigned specific functions such as inbound quality assurance and claims.

Personal Property Shipping Office. An activity designated to provide traffic management, counseling, and application processing within a designated area of responsibility, which includes acquisition of transportation, storage, and related services.

Personal Property Shipping Officer. The individual designated by authority to perform assigned traffic management functions at military installations or activities, regardless of whether or not that is the organizational title of the individual. For the purpose of this contract, the term Personal Property Shipping Officer includes representatives designated to order the services required and to inspect and evaluate those services performed by the contractor for acceptance or rejection.

Pilferage. The act of stealing in small quantities. Used in reference to missing cargo or personal property that is easily converted to money, has intrinsic value, or a commercial use.

Port of Debarkation. The geographic point at which cargo or personnel are discharged. This may be a seaport or aerial port of debarkation; for unit requirements, it may or may not coincide with the destination.

Port of Embarkation. The geographic point in a routing scheme from which cargo or personnel depart. This may be a seaport or aerial port from which personnel and equipment flow to a port of debarkation; for unit and non-unit requirements, it may or may not coincide with the origin.

Professional Books, Papers, and Equipment. (Also called PRO or PRO-Gear.) Articles of household goods in a member's/employee's possession needed for the performance of official duties at the next or a later destination. **Note:** Excluded from Professional Books, Papers, and Equipment (PBP&E) are sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E. Examples of PBP&E include:

- a. Reference material.
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members/employees of the professions.
- c. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing
- d. Communication equipment used by members/employees in association with the Military Affiliated Radio Station.
- e. Individually owned or specially issued field clothing and equipment.
- f. An official award given to a members/employees by a Service (or a component thereof) for service performed by the members/employees in the member's/employee's capacity or by a professional society/organization/United States or foreign government for significant contributions in connection with official duties.
- g. Personal computers and accompanying equipment used for official government business, i.e., central processing unit, monitor, keyboard, mouse, one printer, one set of small computer speakers.

Pro Number. The abbreviation of the word progressive and is usually prefixed to an agent's record numbers on freight bills.

Quality Assurance Evaluator. Representative of the Personal Property Shipping Officer who has been appointed as a Quality Assurance Evaluator (QAE) to be responsible for providing technical assistance to the contracting officer in administration of the contract. The QAE must be responsible for inspection and acceptance of materials and services rendered by the contractor.

Rate Area. An area is generally defined as each of the States and the District of Columbia in the continental United States (US), a Country/US possession, or other such description in the overseas area. However, individual States and Countries may be subdivided into two or more rate areas or combined into a single larger rate area to facilitate service and rate computations.

Rate Cancellation Messages. Messages dispatched by Headquarters Military Traffic Management Command to all shipping offices twice during each rate cycle. These messages cancel existing rates at the installation and will be posted on a timely basis in order to ensure that a shipment is not tendered to a carrier without an effective rate on file.

Rate Cycles. A six-month period of time during which rates filed by carriers is effective. Normal rate cycles begin May 1 and November 1 for domestic traffic and April 1 and October 1 for international traffic.

Rate Solicitation.

- a. Personal Property Rate Solicitation. A publication containing rules, definitions, services, rates, and charges for personal property shipments.
- b. Mobile Home Rate Solicitation. The rules and regulations governing the movement of mobile homes.

Real Property Damage. Damages caused to a Department of Defense (DOD) member's/employee's private/rental property, or grounds associated with the property by a DOD approved carrier/agent or direct procurement method contracted agent while picking up or delivering DOD sponsored shipments.

Receiver. The activity or agency at which the Defense Transportation System shipment terminates. The activity is usually the ultimate consignee, but may also be the agent for the ultimate consignee, e.g., a central receiving point or a temporary storage point for the ultimate consignee.

Reconsignment. Household goods shipments terminated for the convenience of the government and require over ocean transportation either by air or water. The onward movement of property will be treated as a new shipment under a new Personal Property Government Bill of Lading.

Regional Storage Management Office. An office designated by Commander, Headquarters Military Traffic Management Command, to perform contract administration for the Department of Defense Personal Property Shipment and Storage Program within an assigned geographic area.

Released Value Rate. A rate applied to a shipment that specifically limits carrier liability in case of loss or damage.

Requested Delivery Date. The date the member/employee desires delivery of property.

Required Delivery Date. A specified calendar date on or before which the carrier agrees to offer the entire shipment of personal property for delivery to the member/employee or member's/employee's carrier's agent at destination. If the Required Delivery Date (RDD) falls on a Saturday, Sunday, Foreign National, United States National, or state holiday, the RDD will be the following working day.

Reshipment. Onward movement of a terminated shipment requiring further over ocean movement, either by air or water.

Residence. Normally considered to be the home, barracks, or other dwelling of the Service/Agency member/employee.

Routing Authority. An activity that designates modes and/or provides routing instructions for shipments requiring clearance prior to movement.

Routing Instruction Note(s). Codes used on Route Orders to identify conditions and stipulations required.

Satisfactory Service. Performance that meets the moving, handling, and storage standards; the provisions of tenders of service; and all contractual requirements.

Service Failure. Carrier non-compliance with tenders, tariffs, contracts, laws, regulations, Bill of Lading instructions, or commitments to the shipper(s).

Shipment. Property tendered by one shipper and accepted by the carrier, at one place of origin, and at one time, for one consignee, to one destination, and covered by one Bill of Lading (BL). The name of only one shipper and one consignee will appear on the BL, but the BL may also specify the name of a party to notify of the arrival of the shipment at destination.

Shipment Container (Household Goods). External container, crate, tri-wall, or other government-approved container into which individual articles and/or packing cartons are placed.

Shipping/Item Discrepancies. Any variation in quantity or condition of goods received from that shown on the covering authorized shipping documents, purchase orders, or other authorized shipping document. This includes lost or damaged parcel post shipments or other discrepancies not the result of a transportation error.

Shortage. The condition that exists when the number of pieces of freight (packaged or loose) received is less than the number recorded on the bill of lading or governing document.

Short Distance Move. See Local Move.

Sponsoring Service. The Department of Defense Component that validates initial requirements and is sponsoring a particular activity, movement, or operation.

Standard Carrier Alpha Code. A four-digit alpha code assigned to each carrier by the National Motor Freight Traffic Association to identify that carrier in the various procedures and documents used in the Department of Defense Personal Property Shipment and Storage Program.

Standard Point Location Code. A code consisting of alphanumeric characters, which is assigned to each rate area for the purpose of geographical accounting.

Stop-Off. An authorized stop to load or off-load partial shipments.

Storage. A shipment held in a carrier's custody or stored by the carrier in a public or licensed warehouse at the request of the consignee.

- a. Temporary Storage. Storage in connection with a linehaul movement of personal property that is acquired either by Personal Property Bill of Lading/Bill of Lading or contract. Such storage is cumulative and may accrue at origin, in transit, at destination or any combination thereof.
- b. Nontemporary Storage (NTS) of Household Goods (HHG). Long-term storage of HHG in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

Storage-in-Transit. Storage in connection with a linehaul movement of personal property that is acquired either by Personal Property Bill of Lading or contract. Such storage is cumulative and may accrue at origin, in transit, at destination, or any combination thereof.

Stuffing/Stowing. Packing or containerizing cargo or household goods into a container.

Supported Service or Agency. Military Services or Agency whose member's/employee's personal property is being moved.

Tally or Tally and Count. Record of actual count of shipment pieces or containers.

Tariff. A publication containing rates, rules, regulations, and charges applying to commercial/military transportation and accessorial services.

Tariff Weight. Weight standard agreed upon in tariffs.

Tender. A typed or electronic voluntary or negotiated offer by a qualified carrier to provide transportation service to the United States Government at specified rates or charges and submitted by the carrier to a central authority for official acceptance and authorization for use to route traffic.

Termination. Onward movement of a shipment is stopped at a designated point. Termination may be for the convenience of the government or due to the fault of the carrier.

Third Party Service. Service that, due to carrier's inability to perform, must be contracted to a third party -- in lieu of the carrier performing. This service must be pre-approved by the Personal Property Shipping Office (PPSO). The carrier will then pay third party for the service performed and provide paid invoice to the PPSO, which will then approve for Defense Finance and Accounting Service to reimburse the carrier. If the PPSO feels that the third party charge is excessive, the PPSO must call to get estimates to ensure that the charge is fair.

Through Government Bill of Lading. A bill of lading that is issued by a United States Government activity to document through movement from initial point of origin to final destination.

Traceable Means. A transportation service that provides accountability for a shipment.

Tracing. Action to determine the location of a shipment.

Traffic. Cargo, including personal property shipments, mail, passengers, patients, security courier material, accompanied baggage, and human remains. Outbound traffic is that which originates in the continental United States (CONUS) and is destined for an area outside of the CONUS. Inbound traffic is that which originates outside of the CONUS and is destined to or moving in the general direction of the CONUS.

Transportation Account Code. A four-digit alphanumeric code by which the Service, agency, or contractor identifies the account to be charged for transportation.

Transportation Component Command. The three component commands of United States Transportation Command: Air Force Air Mobility Command; Navy Military Sealift Command; and Army Military Traffic Management Command. Each transportation component command remains a major command of its parent Service and continues to organize, train, and equip its forces as specified by law. Each transportation component command also continues to perform Service-unique missions.

Tonnage Distribution Report. A method of recording distribution of personal property shipments to commercial carriers.

Traffic Management. The direction, control and supervision of all functions incident to the procurement and use of cargo, passenger and personal property transportation services (including rail, highway, air, sea, pipeline, inland waterway, coastal, intercoastal carriers, and organic assets).

Transit Time. The established time for the movement of a shipment from origin to destination. This time is determined by counting the day after pickup as the first day. Saturdays and Sundays are counted as part of the transit time.

Transportation Agent. An individual designated to assume responsibilities of the Transportation Officer (TO). These responsibilities may include administering and/or signing contracts and other documentation which would normally require the signature of the TO; and performing service-unique procedures.

Transportation Working Capital Fund. Transportation Working Capital Fund is the United States Transportation Command portion of the Working Capital Funds transportation business area.

Transportation Control Movement Document, DD Form 1384. A form used to control the movement of property while in the Defense Transportation System and performs functions similar to a bill of lading in the commercial transportation system.

Transportation Control Number. A 17-position number assigned to control a shipment throughout the transportation cycle of the Defense Transportation System.

Transportation Officer. Person(s) designated or appointed to perform traffic management functions. The official at an activity that is designated or appointed as Installation Transportation Officer, Traffic Manager, Traffic Management Officer, Passenger Transportation Officer, Personal Property Transportation Officer, or Department of State General Service Officers.

Transportation Operational Personal Property Standard System. A standard Automated Information System designed to support the worldwide Personal Property Movement and Storage Program.

Transshipment Point. A point where the responsibility for an in transit shipment is transferred from one mode or conveyance to another for further transportation to the consignee.

Trip Leased. A vehicle lease of 30 days or less in duration between a carrier/contractor and a leasing agent involving the power unit of a vehicle.

Truck-Away Service. A method of transporting vehicles, including other than self-propelled vehicles, whereby the vehicles are loaded into or upon carrier's equipment.

Unaccompanied Baggage. (See the Joint Federal Travel Regulations and the Joint Travel Regulations, Appendices A for complete definition.) That portion of the member's/employee's authorized weight

allowance of personal property that is not transported free on a ticket used for personal travel and which is shipped separately from the bulk of the household goods. This shipment may be shipped by the expedited transportation mode. Examples are: personal clothing; professional books and equipment needed on arrival for performance of official duties; pots, pans, linens, and other light housekeeping items; collapsible cribs, playpens and baby carriages; small radios, portable televisions and small tape recorders; special equipment required for patients; and other items required for the health, comfort, and morale of the member/employee. (In addition, refer to individual Service/Agency Regulations for specific definition of unaccompanied baggage.)

Uniformed Services. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

United States Armed Forces. Used to denote collectively only the regular components of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

United States Transportation Command (USTRANSCOM). The unified command with the mission to provide strategic air, land, and sea transportation for the Department of Defense, across the range of military operations.

Unstuffing. Removal of cargo or household goods from a container.

Water Clearance Authority. An activity that controls and monitors the flow of cargo into ocean terminals. (See Ocean Cargo Clearance Authority.)

Water Port of Debarkation. An authorized point of arrival from a foreign country or the United States located at a water port.

Water Port of Embarkation. An authorized point of departure from a foreign country or the United States located at a water port.

Waiting Time. Chargeable time that the carrier (at carrier's convenience) is requested to wait. This time is either beyond the initial "allowable" waiting time or time that is necessary and out of carrier's control such as due to a member's/employee's over-dimension article. Charges are applied to the vehicle(s) and driver(s), and possibly the helpers.

ABBREVIATIONS AND ACRONYMS

ACA	Area Clearance Authority
AFI	Air Force Instruction
AFPD	Air Force Policy Directive
AMC	Air Mobility Command
AOR	Area of Responsibility
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
ASTM	American Society for Testing and Materials
ATCMD	Advanced Transportation Control and Movement Document
ATF	Alcohol, Tobacco, and Firearms (Bureau Of)
BATF	Bureau of Alcohol, Tobacco and Firearms
BL	Bill of Lading
BLOC	Bill of Lading Office Code
BOA	Basic Ordering Agreement
BOTO	Boat One Time Only
C2	Command and Control
C4S	Command, Control, Communication, Computer Systems
CAA	Certificate of Agency Agreement
CAA	Command Arrangement Agreements
CAP	Carrier Assessment Program
CBL	Commercial Bill of Lading
CBO	Consolidation Booking Office
CBP	United States Bureau of Customs and Border Protection
CCP	Consolidation and Containerization Point
CD	Contractor Disassembled
CDR	Commander
CDR	Contract Discrepancy Report
CDRL	Contract Data Requirements List
CFR	United States Code of Federal Regulations
CIM	Corporate Information Management
CJCS	Chairman of the Joint Chiefs of Staff
CLIN	Contract Line Item Number
COCOM	Combatant Command
COMDTINST	Commandant Instruction
CONS	Consumable Items
CONUS	Continental United States
CO	Contracting Officer
COR	Contracting Officers Representative
CP	Contractor Packed
CPPSO	Consolidated Personal Property Shipping Office
CRAF	Civil Reserve Air Fleet
CTO	Commercial Travel Office
CTUS	Customs Territory of the United States
CU	Cube
CW	Containerized Warehouse
CWT	Hundred weight

DAC	Day After Contract Start
DBO	Disassembled by Owner
DDD	Desired Delivery Date
DD FORM	Department of Defense Form
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DFRIF	Defense Freight Railway Interchange Fleet
DISCON	Discrepancy In Shipment Confirmation
DISREP	Discrepancy In Shipment Report
DLA	Defense Logistics Agency
DLAM	Defense Logistics Agency Manual
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODAAD	DOD Activity Address Directory
DOM	Domestic
DOT	Department of Transportation
DPM	Direct Procurement Method
DS	Destination
DSN	Defense Switched Network
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Transportation System
DUSD/L	Deputy Under Secretary of Defense for Logistics

EAS	Each Shipment
EDI	Electronic Data Interchange
EPA	Environmental Protection Agency
ETA	Estimated Time of Arrival
ETOSSS	(Electronic) Tender of Service Signature Sheet
ETR	Export Traffic Release

FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FAX	Facsimile
FOIA	Freedom of Information Act

GAO	General Accounting Office
GBL/BL	Government Bill of Lading/Bill of Lading
GCC	Government Constructive Cost
GCWT	Gross Hundredweight
GOC	Government-Owned Containers
GPMRC	Global Patient Movement Requirements Center
GSA	General Services Administration
GSO	General Service Officer
GTN	Global Transportation Network

HAZMAT	Hazardous Material
HHG	Household Goods
HN	Host Nation
HQ	Headquarters

IAW	In Accordance With
IBS	Integrated Booking System
IG	Inspector General
INTE	Intertheater
INTL	International
INTR	Intratheater
IRS	Internal Revenue Service
IRS	International Rate Solicitation
ITGBL	International Through Government Bill of Lading
ITV	In-Transit Visibility
IVR	Interactive Voice Recognition
JCS	Joint Chiefs of Staff
JFTR	Joint Federal Travel Regulations
JICTRANS	Joint Intelligence Center Transportation
JMCG	Joint Mobility Control Group
JMOC	Joint Mobility Operations Center
JOPES	Joint Operation Planning and Execution System
JPPSO	Joint Personal Property Shipping Office
JS	Joint Staff
JSPS	Joint Strategic Planning System
JTB	Joint Transportation Board
JTR	Joint Travel Regulations
LBS	Pounds
LOI	Letter of Intent
LOW	Letter of Warning
LTL	Less-Than-Truckload
MACOM/MAJCOM	Major Command
MARAD	Maritime Administration
MARS	Military Affiliate Radio System
MAXPACK	Maximum packing charges that may be billed by carrier
MCO	Marine Corps Order
MEDLOC	Medical Location
MISC	Miscellaneous
MO	Mobility Officer
MOA	Memorandum of Agreement
MOT	Military Ocean Terminal
MOTO	Mobile Home One-Time-Only
MOU	Memorandum of Understanding
MRT	Military Rate Tender
MSC	Military Sealift Command
MSL	Military Shipping Label
MTHLY	Monthly
MTMC	Military Traffic Management Command
N/A	Not Applicable
NAF	Nonappropriated Funds
NAICS	North American Industry Classification System

NAVSUP	Navy Supply System Command
NCWT	Net Hundredweight
NHTSA	National Highway Traffic Safety Administration
NTS	Nontemporary Storage
OCONUS	Outside Continental United States
ONE/R	One Time With Revisions
OPCON	Operational Control
OPLOC	Operating Location
OSD	Office of the Secretary of Defense
OTO	One-Time-Only
PBO	Packed by Owner
PBP&E	Professional Books, Papers, And Equipment
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PEC	Program Element Code
PL	Public Law
POA	Power of Attorney
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POF	Privately Owned Firearms
POV	Privately Owned Vehicle
PPBS	Planning, Programming, and Budgeting System
PPCIG	Personal Property Consignment Instruction Guide (Volume I and II)
PPGBL/BL	Personal Property Government Bill of Lading/Bill of Lading
PPM	Personally Procured Move
PPPO	Personal Property Processing Office
PPSO	Personal Property Shipping Office
PRO-GEAR	Professional Books, Papers, and Equipment
PRO	Professional Books, Papers, and Equipment
PUB	Publication
PWS	Performance Work Statement
QAE	Quality Assurance Evaluator
QTRLY	Quarterly
RDD	Required Delivery Date
RI	Registered Importer
RRF	Ready Reserve Force
RSMO	Regional Storage Management Office
SAV	Staff Assistance Visit
SCAC	Standard Carrier Alpha Code
SDS	Service Delivery Summary
SECDEF	Secretary of Defense
SECTRANS	Secretary of Transportation
SF	Standard Form
SFR	Single Factor Rate

SIT	Storage-In-Transit
SJA	Staff Judge Advocate
SOFA	Status of Forces Agreement
SOW	Statement of Work
SPOD	Seaport of Debarkation
SPOE	Seaport of Embarkation
SRP	Sealift Readiness Program
SSAN	Social Security Account Number
SSCO	Shipper Service Control Office
STATCO	Statistical Collection of Passenger Travel
TA	Transportation Agent
TALCE	Tanker Airlift Control Element
TAC	Transportation Account Code
TAD	Temporary Additional Duty
TCC	Transportation Component Command
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TDR	Tonnage Distribution Record
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TIN	Taxpayer Identification Number
TMA	Transportation Management Advisory
TO	Transportation Officer
TOPS	Transportation Operational Personal Property Standard System
TOS	Tender of Service
TP	Transportation Priority
TP-4	Transportation Priority 4
TP NO	Transportation Priority Number
TQAP	Total Quality Assurance Program
TWCF	Transportation Working Capital Fund
UB	Unaccompanied Baggage
US	United States
U.S.C	United States Code
USCG	United States Coast Guard
USEUCOM	United States European Command
USMC	United States Marine Corps
USTRANSCOM	United States Transportation Command
VISA	Voluntary Intermodal Sealift Agreement
VPC	Vehicle Processing Center
WKLY	Weekly
WPOD	Water Port of Debarkation
WPOE	Water Port of Embarkation